



UNITED STATES MARINE CORPS

COMMANDER, MARINE FORCES RESERVE
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ForO 5510.3

7CM

17 JAN 1995

ORIGINAL

FORCE ORDER 5510.3

From: Commander
To: Distribution List

Subj: HANDLING AND ACCOUNTING OF NORTH ATLANTIC TREATY
ORGANIZATION (NATO) CLASSIFIED MATERIAL

Ref: (a) OPNAVINST C5510.101D (NOTAL)
(b) OPNAVINST 5510.1H
(c) MCO 5510.17

1. Purpose. To publish procedures for the proper handling and accounting of North Atlantic Treaty Organization (NATO) classified material within Marine Forces Reserve (MARFORRES).
2. Cancellation. ForO 5510.2.
3. Information. This Order, in conjunction with the references, provides instruction in the handling and accounting of NATO classified material. This Order is not inclusive in regard to NATO security procedures. It does, however, serve to provide basic guidance, with applicable information to members of MARFORRES who are required to work with NATO classified material.
4. General. The Commandant of the Marine Corps (ARAB) has designated the Commander, MARFORRES as a NATO Control Point. This designation by CMC authorizes MARFORRES to receipt for and maintain NATO classified material. MARFORRES, as a NATO Control Point, can only receive NATO material via official channels. CMC (ARAB) has been designated as a NATO Sub-Registry by the Central United States Registry, Washington, DC.
5. Background. Currently, the operational commitments of MARFORRES are such that individuals infrequently have access to or are involved with NATO classified material. However, when exercises or operations occur that require designated individuals from the Selected Marine Corps Reserve (SMCR) to utilize NATO classified material, access to NATO classified information/material requires that individuals be briefed and debriefed per reference (a). Therefore, this Order is a general guide for members of MARFORRES who will, as their mission dictates, have access to and a need to work with NATO classified material.
6. Definition. The word "NATO" is a marking which signifies that the document:

17 JAN 1995

a. Is the property of the North Atlantic Treaty Organization (NATO) and is bearing a security classification that may not be passed outside of NATO except by the originator or with the originator's consent.

b. The marking "NATO" will be applied to all copies of SECRET, CONFIDENTIAL, RESTRICTED, and UNCLASSIFIED documents prepared for circulation within NATO. Under no circumstance should it be applied to United States documents circulated within the United States agencies.

7. Unit Commanders. Staff members of SMCR units may be involved in NATO exercise planning. Unit commanders will ensure that their intelligence section is aware of NATO responsibilities as outlined in this Order. Reference (a) is a controlled document issued by CMC (ARAB) to the Commander, MARFORRES. Authority to reproduce copies of reference (a), for subordinate units is not authorized.

8. Courier Requirements. Currently, the requirement or need for NATO couriers within MARFORRES is minimal. Therefore, when operational commitments necessitate the need for couriers of NATO classified material, guidance will be provided by the MARFORRES NATO Control Point Officer.

9. Briefing Documents. When MARFORRES personnel have a need for access to NATO classified material, they are required first to hold a final clearance commensurate with the degree of the NATO classification they need to access. Additionally, they are required to be briefed and debriefed per the instructions contained in reference (c). Sample documentation of such briefings can be found in enclosure (7) of reference (c).

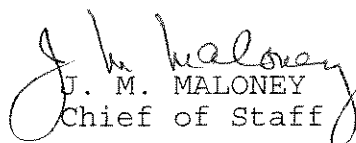
10. Storage. The storage of NATO classified material will be afforded the same degree of protection as its equivalent U.S. classification. If classified documents marked NATO are held, they should be thoroughly reviewed for retention value, and liaison should be made with the MARFORRES NATO Control Point Officer to assist in retention/destruction determination. The following basic storage guidelines for NATO classified material are provided for information:

a. NATO documents will not be incorporated into a U.S. document (e.g., as an enclosure, appendix, etc.).

b. NATO material will be filed separately from U.S. material. This means NATO material must be stored/filed separate and apart from other material. A physical separation, either by separate folder, or separate drawer in a security container, is acceptable. NATO files must be clearly identified as such. On a semiannual basis, a list of on hand NATO documents will be forwarded to CMC (ARAB).

17 JAN 1995

11. Access. Access to NATO classified material will be based upon need to know and that the individual has a proper clearance. Access to NATO information is based on a FINAL U.S. security clearance granted for non-NATO classified information of equivalent level per reference (a).
12. Uncontrolled Material. NATO material received by an individual or unit from any source other than the MARFORRES NATO Control Point Officer, or preidentified source (i.e. command conference, etc.) will immediately be made known to the MARFORRES NATO Control Point Officer via message to COMMARFORRES (7CM).
13. Transmission. NATO material will not be transmitted to organizations or individuals outside MARFORRES without approval of the MARFORRES NATO Control Point Officer.
14. Reproduction. Reproduction of classified NATO material is prohibited without the authorization of the MARFORRES NATO Control Point Officer.
15. Extracts. Extracts of information contained in NATO material may be made under limited circumstances. Extracts should be limited to paragraphs, pages, or passages as opposed to major portions of NATO material. Extracted information will be marked per reference (b).
16. Annual Destruction/Report. On an annual basis, NATO material will be reviewed for destruction. The report of destruction will be forwarded to CMC (ARAB). Prior to destruction of any NATO material held by a SMCR unit, commanders will coordinate with the MARFORRES NATO Control Point Officer. Destruction procedures (i.e. burning, shredding, etc.) apply to NATO classified material as they do to regular U.S. classified material.
17. Telephone Security. Telephones, even with speech inversion equipment, will not be used in the discussion of information classified as NATO CONFIDENTIAL, or above.
18. Compromise or Loss. In the event of NATO classified material being reported lost or compromised by a SMCR unit, the MARFORRES NATO Control Point Officer will immediately notify the MARFORRES Security Manager, so that steps can be initiated to determine the extent and seriousness of the violation. Concurrently, the MARFORRES NATO Control Point Officer will notify CMC (ARAB) of the compromise or loss of NATO classified material.
19. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


J. M. MALONEY
Chief of Staff

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